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Bow
Admiral Sarp
Thanks
Former Coeds OK -

5 March 1977

MEMORANDUM FOR: Admiral Turner

SUBJECT : Weekly DCI Checklist

1. The Executive Secretariat prepares the attached DCI Checklist. The purpose of the Checklist is to give you and the Morning Meeting participants a means to focus on upcoming events. In addition, it provides an additional opportunity for you to make an input and provide guidance.

2. The Checklist contains the following kinds of information:

a. VIP TRAVEL OF US PERSONALITIES - This section reflects the travels of senior officials, some of whom will require Agency support in connection with their trip.

b. FOREIGN VISITORS - Included here are foreign VIPs whose presence in this country we judge to be of significance. Often the Agency is called upon to provide pre-visit biographic material, situation reports, or the identification of topics for discussion at the Cabinet/ NSC level.

c. MAJOR INTELLIGENCE PRODUCTION TASKS - The Checklist contains a listing of those major NFIB Estimates or Memoranda, together with their due dates.

d. NSC ACTIVITIES - Under this category are listed the meetings, requirements, agendas of the National Security Council and its sub-groups and the Presidential Review Memorandum studies under way. The description includes the paper number, its title, who has responsibility for the Agency's contribution, and its due date.

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e. MAJOR RESOURCE TASKS - This section deals with the Comptroller's resource planning and CIA management activities.

f. INTELLIGENCE COMMUNITY STAFF ACTIVITY - Under this category are listed the meetings, papers, and other studies the Staff is currently working on.

g. LEGISLATIVE COUNSEL BRIEFINGS - Appearances before a Congressional Committee are listed and includes the specific committee and the subject matter to be discussed.

h. KEY APPOINTMENTS - This calendar section of the Checklist contains a daily breakdown for upcoming week and major appointments of key Agency personnel we believe you should be aware of.

3. The Checklist is distributed each Friday afternoon, updated over the weekend and placed at each Morning Meeting participant's place on Monday. When it comes my turn at the Monday Morning Meeting, past DCIs have asked if there was anything I wished to flag for their attention. Also, any attendee is free to focus on same as appropriate during the course of the meeting. I will be happy to change the content and procedures in any fashion that meets your requirements.

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B. C. Evans
Executive Secretary

Attachment:
Checklist

1 - Commander McMahon
1 - Executive Registry

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